

**Chapter 8 Non-Employee Travel**

**265 FW 8**

**8.1 Purpose.** This chapter provides travel policy for individuals who are non-Service employees.

**8.2 Authority.** Non-Service individuals are subject to the same limitations and requirements for travel as Service employees. Travel and transportation for non-Service individuals are governed by 41 CFR 301-304 and 347 DM 1-11.

**8.3 Preemployment Interviews.** Regional Directors, Assistant Directors, Deputy Assistant Directors, and Division and Office Chiefs (Washington Office) are authorized to issue travel authorizations to job candidates to pay for preemployment interviews. Transportation costs and/or per diem may be authorized.

**A.** A travel advance may not be issued for preemployment interviews.

**B.** Phone calls or other communication expenses (except to make travel arrangements) are not allowed.

**8.4 Award Ceremonies.** Assistant Directors (Washington Office) and Regional Directors may approve travel expenses for a spouse or an individual of the award recipient's choosing to attend a Presidential or Departmental award ceremony.

**8.5 Student Trainees.** Student trainees may be authorized transportation expenses. Authorization and travel reimbursement will be made in accordance with 41 CFR 301.

**8.6 Volunteers.** Volunteers are considered employees of the Federal Government when applying the Federal Travel Regulations. All Federal, Departmental, and Service policies involving travel apply to volunteers as they do to Government employees. Volunteers who are paid a subsistence (265 FW 5) must have the following conditions met to receive subsistence payment:

**A.** Volunteers must travel minimally 50 miles one-way (265 FW 5.8) from their permanent residence. Permanent residence is defined as the individual's primary place of residence.

**B.** Volunteers must be away from their permanent residence a minimum of 12 hours in a 24-hour period to be granted subsistence (265 FW 5.6 and 5.7).

**C.** A Limited Open Travel Authorization must be prepared for any volunteer receiving subsistence (265 FW 2). A Trip-by-Trip Authorization is not to be processed for volunteer subsistence.

**D.** Travel/subsistence must be claimed on a travel voucher and processed in the same manner as a Service employee. Subsistence cannot be paid by imprest or the SF-1164 method.

**E.** Payment of subsistence must be reduced to a daily flat rate (265 FW 5.10). The reduced rate will be applied at a minimum of 55 percent of the per diem rate for the location of the volunteer's duty station. The authorizing official has the authority to reduce the rate to a lower percentage. The reduced flat rate will start day 1 of the volunteer's report for duty date.

**8.7 Intergovernmental Personnel Act (IPA).** Individuals on IPA assignments from another Federal or State agency may be authorized transportation expenses (see 265 FW 7.5) or limited relocation expenses (see Part 266 FW), but not both. A comparison of the estimated costs of each should be done to determine which method is most advantageous to the Service.

**8.8 Commercial Transportation.** Commercial transportation will be arranged by the authorizing official. Commercial carriers and contracted Government travel agents will be used. Non-Service employees will not make their own travel arrangements.

**8.9 Travel Reimbursement.** Reimbursement of travel for non-Service employees will be conducted in the same manner as for Service employees. With the exception of mileage and parking, travel expense reimbursement will not be claimed on an SF-1164 (Claim for Reimbursement for Expenditures on Official Business).